

Staffing for NEA [REDACTED]

25X1A

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1. In a small section performing clerical functions, as in this [REDACTED] the supervisor should be a worker as well as a supervisor. However, primary responsibility for each separate task should be assigned to other personnel, in so far as possible, with the supervisor's time being used to assist on any job in which expeditious handling is required, a back log develops, or an absence occurs.

2. The distribution of duties, as proposed below, was worked out with the [REDACTED] supervisor who agrees that the seven positions recommended will be adequate, provided:

- a. They can select the personnel to be retained.
- b. The RI courier assignment is continued for the duration of the emergency.
- c. Minor redistribution of the tasks can be made, as future experience indicates the need for such changes.

3. In the past it has been necessary to authorize overtime to take care of the early morning, late evening, and week end [REDACTED] work. On this proposed T/O, staggered hours of work are shown for the various positions and will provide adequate weekday service without the use of overtime. In order to provide week end service without overtime, it is recommended that staggered work days be considered after the new T/O has been established and its adequacy proven.

4. The position numbers were assigned for convenient reference and do not reflect the relative level or importance of the respective positions. Upon approval of these recommendations, the Wage and Salary Division/OP should be requested to review the jobs for the purpose of assigning proper grades and titles.

Position NO. 1 (Supervisor) 0830 -1700

1. Supervise Section
2. Maintain TS control
3. Answer inquiries
4. Assist with back logs that develop on any desk
5. Cover any desk in the absence of the assigned employee

Position NO. 2 (Out Cables) 0830 -1700

1. Note distribution and route OUT cables
2. Prepare staff cable boards
3. File Registry copy
4. Note distribution [REDACTED]
5. Strip cables to be released and follow up as required
6. Retire aged cables to Archives
7. Act as supervisor in the absence of the Chief

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